

## 4.6.2 Application and Review Process/Completing Permit Application Forms/ Completing the Required Forms

### **Applicability:**

Summarizes the information required on permit applications. Highlights information related to many types of permits.

### **Content:**

Once the appropriate application has been chosen, the next step is to complete the application. All sections of the application need to be completed.

Forms A, B, B2, E, F, O and P require most of the same information. These applications require facility or operation name and address. The facility or operation name should reflect how the facility is known locally. The physical address of the facility is where the facility is located at and is not necessarily the mailing address. The owner must sign all applications.

An appropriate continuing authority needs to be identified. The continuing authority is often the facility owner, but does not have to be the owner.

The facility contact can be the owner, continuing authority representative, operator, the municipal public works director, facility environmental manager, etc. The contact should be someone thoroughly familiar with the facility and with the facts reported on the application, and whom the department can contact if necessary.

The legal description will state the section, township, range, and county for the facility. Further, the section information is to be presented in either quarter-quarter section or quarter-quarter-quarter section detail. The permittee is to supply a topographical map, or a copy of a map, for the area of concern indicating, among other features, the location of all outfalls. This type of map can be obtained from the Missouri Department of Natural Resources, Geological Survey Program in Rolla, Missouri at (573) 368-2125 or through Internet e-mail at [geopubs@dnr.mo.gov](mailto:geopubs@dnr.mo.gov)

There should be a flowchart indicating the processes that contribute wastewater to each outfall. The receiving stream or water for each outfall must be listed. The receiving water is where the discharge will first enter the waters of the state. This may be an unnamed tributary to the stream.

Form A, B, and B2 require a downstream landowner to be included. The downstream landowner is the first landowner downstream of the discharge point. This landowner must be included during the public notice phase of the permit.

The rest of the applications are different for each form. Required information is pertinent to the type of facility or site, or the type of permit needed. Following are examples of the different types of information necessary to complete different forms.

Form E has sections asking for a brief description of the nature of the business, and if the application is for a stormwater permit, a list of any materials that are stored outside and exposed to storm water, etc.

Forms B2, C and D require domestic wastewater treatment facilities and industrial facilities to include effluent testing for certain parameters that may not be in their current permit.

Form C requires more information about the type of discharge from each outfall. This includes the operations contributing wastewater to the effluent including the process wastewater, sanitary wastewater, cooling water and stormwater runoff, the average flow and the type of treatment, etc.

For land disturbance activities, equal or greater than one ( $\geq 1$ ) acre, Permittees must apply online, by logging on and following the instructions on: <http://www.dnr.mo.gov/modnrcag>. To pay for the application fees online a credit card number will be required.

Many of the applications have required information and attachments specified on the form itself or in the accompanying instructions. If required, the appropriate permit fee must accompany all applications submitted. All applications need to be completed to the best of the applicant's ability and all sections of the application need to be completed. For help, the applicant may contact the appropriate regional office; a directory of the regional offices is available at <http://www.dnr.mo.gov/regions/regions.htm>

## **Legal References:**

*Code of State Regulations*

[10 CSR 20-6.010\(2\)](#)

Operating Permits - Permit Applications

## **Other Links:**

[3.2.1 Owner, Continuing Authority and Facility \(site-specific permits\)](#)

[3.2.6 Signature Authority \(site-specific permits\)](#)

[3.3.2.1 Name and Address of Permittee \(general permits\)](#)

[3.3.2.4 Signature Authority \(general permits\)](#)

[3.5.1 Owner, Continuing Authority and Facility \(no-discharge/irrigation\)](#)

[3.5.6 Signature Authority \(no-discharge/irrigation\)](#)

[4.6.1 Selecting the Correct Application Forms](#)

[4.6.3 Continuing Authorities](#)

[10.2.1.4 Public Notice Process](#)

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